

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
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Title: South Central Reporter/Producer
Reports to: News Director
FSLA Status: Non-exempt
Version: 1.1

Summary Statement:

The Southcentral reporter/producer position will cover general assignment stories in the Anchorage/Mat Su region with a focus on education reporting. This position will primarily focus on reporting but the reporter will also act as assistant producer each weekday for Alaska News Nightly, including web posting duties after the evening newscast.

Alaska Public Media is the source of NPR radio, PBS television for South Central Alaska and stewards of the statewide news.

Essential Functions:

The South Central Reporter/Producer will:

- Report and produce news, spot and feature stories in the Southcentral region with a concentration on K-12 and UAA education reporting for Alaska Public Media and Alaskapublic.org.
- Work with the host of Alaska News Nightly in the afternoon lead-up to the statewide newscast to ensure the show is engaging and reflects the news of the day.
- Post the news stories and audio from the daily newscast on Alaskapublic.org and other social media.
- Capture audio, shoot photographs and video, and edit multimedia packages.
- Take part in various news, public affairs and election programs for radio, television and Web.
- Periodically serve as back up ANN host, morning news or anchor news or public affairs programs.
- Help implement social media initiatives – such as Facebook and Twitter.
- Collaborate with other Alaska Public Media staff on various news and public affairs projects.
- Meet deadlines, abide by AP style, and uphold professional journalistic standards.
- Work collegially in a team-based environment.

The Southcentral Reporter/Producer will report to the news director but work closely with other Alaska Public Media staff.

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Duties and Responsibilities:

In addition to the above functions, the South Central Reporter/Producer will:

- Report, edit, promote and produce stories in a platform-neutral environment.
- Keep abreast of statewide, stories, trends and issues
- Assist with producing Alaska News Nightly and post ANN content after air
- Take part in various news, public affairs and election programs for radio, TV and Web.
- Other duties as assigned.

Required Qualifications

- Experience working in a news, communication, publication, broadcast or Web environment.
- Ability to display sound news judgment.
- Ability to perform and adapt in a fast-paced, dynamic news environment.
- Must be able to type using a computer keyboard.
- Must be able to operate various electronic devices including recording, video and photography equipment.
- Must be able to hear audio and to see video.
- Must be able to work at a computer or broadcast equipment for long stretches of time.
- Must have excellent communication skills both verbally and written format.
- Apply high standards and journalistic principles
- Must have valid Alaska Driver's license

Desired Qualifications:

- Bachelor's Degree.
- Two years' experience working in television, film industry, video production or radio.
- Skill in on-air performance and audio production
- Understanding of reporting (writing, photography, video) for the Web.
- Experience working in public media.

Allowable Substitution

If necessary, alternative combinations of education and experience to be evaluated by the Human Resources Office for comparability

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.

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- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

- Detail-oriented with ability to manage multiple tasks.
- Flexible, adaptable and proven ability to work in a deadline-driven environment.
- Must be able to work various hours including nights, weekends and holidays.
- Must have valid driver’s license and be insurable with access to reliable transportation, including during inclement weather.
- Must be able to use recorders, cameras, broadcast equipment and editing software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I _____ have received a copy of this job description on _____
(Name) (Date)

Employee’s signature _____